

MEETING MINUTES  
MARICOPA ASSOCIATION OF GOVERNMENTS  
TRANSIT COMMITTEE

August 11, 2011  
Avondale Civic Center Library; Zane Grey Conference Room  
11350 West Civic Center Drive  
Avondale, Arizona

MEMBERS ATTENDING

Phoenix: Karl Matzinger for Debbie Cotton	*Paradise Valley: William Mead
*ADOT: Mike Normand	Peoria: Maher Hazine
Avondale: Rogene Hill	Queen Creek: Tom Condit
*Buckeye: Andrea Marquez	Scottsdale: Madeline Clemann
Chandler: Ann Marie Riley for RJ Zeder	Surprise: David Kohlbeck
El Mirage: Leah Hubbard	Tempe: Greg Jordan for Jyme Sue McLaren
*Gilbert: Ken Maruyama	*Tolleson: Chris Hagen
Glendale: Cathy Colbath, Chair	Valley Metro Rail: Ben Limmer for Wulf
*Goodyear: Cato Esquivel	Grote
Maricopa County: Mitch Wagner	Youngtown: Grant Anderson
Mesa: Mike James	Regional Public Transportation Authority:
	Carol Ketcherside

\*Members neither present nor represented by proxy. + - Attended by Videoconference  
# - Attended by Audioconference

OTHERS PRESENT

Kevin Wallace, MAG	Kristen Sexton, Avondale
Marc Pearsall, MAG	Jason Crampton, Chandler
Alice Chen, MAG	Jenna Goad, Glendale
Jorge Luna, MAG	Jeff Martin, Mesa
Amy St. Peter, MAG	David Moody, Peoria
	Jorie Bresnahan, Phoenix
	Ken Kessler, Phoenix
	Evelyn Ng, Scottsdale
	Robert Yabes, Tempe
	Paul Hodgins, Valley Metro-RPTA
	Janet Strauss, Valley Metro-RPTA
	Mike Sabatini, Michael Baker Company

1. Call to Order

The meeting was called to order at 10:13 a.m. by Chair Cathy Colbath. Chair Colbath welcomed everyone in attendance and announced that a quorum was present. She noted that teleconference capabilities were not available at the meeting location. Chair Colbath asked if there were any public comment cards, and there being none, proceeded to the next item on the agenda.

2. Approval of Draft June 9, 2011 Minutes

Chair Colbath asked if there were any comments or corrections to the Draft June 9, 2011 meeting minutes. Hearing no comments or corrections to the meeting minutes, Chair Colbath called for a motion to approve the draft meeting minutes. Mr. Mike James moved to approve the motion. Mr. Maher Hazine seconded, and the motion passed unanimously.

3. Call to the Audience

Chair Colbath stated that she had not received any request to speak cards from the audience and moved onto the next item on the agenda.

4. Transit Program Manager's Report

Mr. Kevin Wallace noted that this would be his final meeting as he was departing MAG to take a position as Executive Director of the Spokane Regional Transportation Commission(SRTC). He noted that there were a few items to present to the Committee. He explained that there was some good news to report in that RARF Revenues were up for the first time in three years. He noted the status of the Regional Freight Framework Study, as well as a new Managed Lanes Study that would enable the region to look into new efficiencies within the existing roadway network, while also analyzing the feasibility of transit within those managed lanes. MAG was early in the process and had just selected a consultant. Another new study in the coming months was the Grand Avenue Optimization and Access Management Study, which was currently scoping various operations scenarios along Grand Avenue, which Bob Hazlett was currently managing. He also reported that the Western High Speed Rail Alliance had announced their second Rail Ahead conference for November 2-4, 2011 in Las Vegas, Nevada. He advised contacting Marc Pearsall for additional information.

Mr. Wallace concluded by thanking MAG and Transit Committee for their support over the years, that he had enjoyed working with everyone and that his departure was bittersweet. Chair Colbath thanked Mr. Wallace for his service over the past five years and wished him well on behalf of the Committee. She thanked him for his report and asked if there were any further questions or comments. Hearing none, Chair Colbath proceeded to the next item on the agenda.

5. Amendment of the FY 2012 Unified Planning Work Program and Annual Budget to Provide Funding for a Northwest Valley Local Transit System Study.

Chair Colbath introduced Mr. Marc Pearsall of MAG to brief the committee on an amendment of the FY 2012 Unified Planning Work Program and annual budget, by providing funding for a Northwest Valley Local Transit System Study. Mr. Pearsall thanked the Chair and the Committee for the opportunity to speak and to discuss the proposed Northwest Valley Local Transit System Study. Referring to his PowerPoint presentation, he explained that the origins and request for the new study came from the recent elimination Sun City Area Transit (SCAT) and Maricopa County Special Transportation Services (STS) back on December 31, 2010. He added that in the succeeding days and weeks from the closure, there arose a general concern about viable transportation options for residents in the Sun City area.

Mr. Pearsall explained that at the forefront of the concern over the lack of transit service, was a grassroots group of concerned citizens, service providers, agency members and advocates from the senior and disabled communities. These individuals began to meet under the leadership of Benevilla, a not-for-profit community assistance organization from the Sun Cities community. He added that in cooperation with MAG's Amy St. Peter and the Human Services Division, an informal group began meeting for several months to identify strategies for the Sun City/Northwest Valley area to identify both short and long-term plans for transit solutions.

He also noted that in the spring 2011, the Arizona Department of Transportation staff contacted MAG Human Services and Planning staff with notification of the availability of \$160,000 in Section 5304 Statewide Planning funds, which ADOT deemed suitable for both rural and urbanized area planning projects. He said a twenty percent local match was required to obtain the funds, and thereafter it was determined that MAG could consider using \$78,000 of matching funds from the MAG Regional Area Road Fund (RARF), for planning and administering the Regional Transportation Plan, for a total of \$238,000 for the study duration.

Mr. Pearsall explained that the study would identify short and long term transit needs for paratransit, local routes, and circulators and noted that the study was very similar in scope and size to the upcoming and recently approved MAG Southwest Valley Local Transit System Study. He added that members of the Project Management Team would include members of Glendale, Peoria, Surprise, El Mirage, Youngtown, the Sun Cities(Sun City, West, Grand, and Festival), Maricopa County and Valley Metro. He also concluded by noting that the agenda action item was on the agenda for action to recommend approval to amend the FY 2012 MAG Unified Planning Work Program and Annual Budget to include \$238,000 for a Northwest Valley Local Transit System Study.

Chair Colbath thanked Mr. Pearsall and asked if there were any questions or comments. Mr. Maher Hazine asked if the RFP contract for the study would be done internally or outside of MAG. Mr. Pearsall replied that it MAG will release the RFP for outside consultation sometime in late fall 2011.

Hearing no further comments or questions, Chair Colbath noted that the item was on the agenda for information and discussion and possible action. Mr. Grant Anderson moved to approve the motion. Mr. Mitch Wagner seconded, and the motion passed unanimously. Chair Colbath proceeded to the next item on the agenda.

6. FY 2011 Federal Discretionary Grants

Chair Colbath introduced Ms. Alice Chen of MAG. Ms. Chen thanked the Chair and the Transit Committee for the opportunity to update the committee on the FY 2011 Federal Discretionary Grants.

Ms. Chen referred the committee to attachment one in their agenda packets and explained that the Federal Transit Administration (FTA) and the United States Department of Transportation (USDOT) had recently released five discretionary grant programs related to planning, transit facilities and bus replacements for Fiscal Year (FY) 2011. She noted that the discretionary grants were expected to replace federal earmark funds. She added that MAG had scheduled a meeting on July 6, 2011, with the transit stakeholders to discuss strategies and eligible projects in the region, which the group identified a list of projects to submit collaboratively as a region, as well as individual agencies discussed projects they may submit separately. This was done since there was not enough time in the FTA's tight schedule and deadlines to allow the item to come before the Transit Committee for consideration. She added that the goal of the collaboration was to make the region more competitive for future funding allocations. She also noted that the list of projects were not ranked by the region in the submittal with the intent of allowing the FTA to choose the projects that they deemed had the greatest chance of success.

She explained that on July 13, 2011, the MAG Management Committee recommended to support and forward the list of collaborative projects to the Executive Committee. She added that the members also included in the list an I-10 direct connection ramp project submitted by METRO rail, which was not discussed by stakeholders at the meeting. She also explained that this list of projects was forwarded to the Executive Committee to meet the short deadline for projects to be submitted to the FTA. She concluded by noting that on July 18, 2011, the Executive Committee approved supporting the list of collaborative projects and forwarding it to the FTA. She informed the committee that MAG had submitted two applications for a total of 4 grant programs; state of good repair, and bus and bus facilities, with two pending with clean fuels and TIGGER which were due on August 23. Discussion followed and Ms. Chen conclude her presentation.

Chair Colbath thanked Ms. Chen for her presentation and asked if there were any questions or comments. Ms. Madeline Clemann inquired as to the due date for the Clean Fuels Application. Ms. Chen replied that the application was due by August 23. Mr. Karl Metzinger offered a comment of thanks to MAG from the partners for all of their efforts in creating a cooperative process where all of the region's agencies could submit their programs and work with one single agency to submit the project list to the FTA. Chair Colbath echo that sentiment and thanked MAG for all of their work on this effort. Hearing no further comments or questions, Chair Colbath proceeded to the next item on the agenda.

## 7. Sub-recipient Oversight Agenda

Chair Colbath introduced Mr. Ken Kessler of Phoenix. Mr. Metzinger remarked prior to Mr. Kessler's presentation that the reason for the regional participation in the Sub-recipient Oversight Agenda was that the region was under increased scrutiny by the Federal Transit Administration and its auditors. He noted that with the increased scrutiny, came responsibility to adhere to the recommendations by the FTA that Phoenix needed to provide better oversight, guidance and review over the regional grants programs. Mr. Kessler thanked the Chair, the Transit Committee and Mr. Metzinger and proceeded to update the committee on the Sub-recipient Oversight Agenda.

Mr. Kessler explained that the City of Phoenix was engaged in improving the sub-recipient oversight and assistance process, for consistent compliance throughout the region. He noted that their efforts were in response to concerns, issues, challenges and compliance problems that the Federal Transit Administration (FTA) Compliance Program had reported. He also said that the City of Phoenix also wanted to work to provide more assistance to all of the regional sub-recipients so that they are educated and informed on the processes, ensuring proper steps are followed from the beginning of projects, and that they had the resources to ensure that their programs are eligible for FTA grants.

He then discussed some additional recurring issues that sub-recipient agencies have had with procedures and documentation pertaining to: land acquisitions for transit projects, procurement and contracting, Title VI (Civil Rights Act) requirements, substance abuse prevention programs, grants administration and recent findings in FTA reviews. He also discussed the on-going review process, training and resources, guidance for FTA projects, process and documentation review, and grant reimbursements. He noted that the City would continue with an on-going review process of the FTA review approach (e.g., Triennial Review, Financial Management Oversight Review, Procurement System Review, DBE Review, etc.), then report on the findings, including sub-recipient response for corrective actions, and follow-up.

Mr. Kessler further explained that additions to on-going review process. One was to enhance adherence to FTA requirements by reviewing documentation on any land acquisition processes that have occurred since the previous oversight review or FTA review. In addition he noted enhancing adherence to FTA Financial Management Oversight Review program by reviewing financial management controls, local matching sources, federally funded asset safeguards, cost allocation plans, Fringe Benefit Rates, and Force Account Plans.

Mr. Kessler then walked the committee through the conduct forums on FTA requirements, NTI training, and providing sub-recipients with a copy of the "Transit Agency Self-Assessment Checklist", and updates to the checklist. He also referred the committee to the City of Phoenix Public Transit Department website [<http://phoenix.gov/PUBLICTRANSIT/index.html>] and additional links to federal regulations and guidance as well as the City of Phoenix staff contacts information for various FTA subject matter areas.

He then reviewed the provisions of resources (circulars, regulations, etc.) and training, as needed, to guide sub-recipients through the federally-funded project process. He then noted the preparation of required environmental documentation for transit capital projects, acquisition, management, use, and disposition of federally-funded real property, as well as the procurement and management of architectural and engineering contracts in support of federally-funded projects. He then referred to the procurement and management of non-construction contracts in support of federally-funded projects, the review of land acquisition documents and process, the review of contract procurement process and documents, in addition to the review of contracts to ensure inclusion of required FTA clauses.

Mr. Kessler concluded by summarizing the “FTA Grant Expenditure Reimbursement Request Application”, the certification of eligibility of costs by chief financial officer and transit managers, and completing the submittals with each grant reimbursement request. He also offered more detailed documentation to support costs submitted for reimbursement (including costs funded with local match funds), verification of eligibility of costs (e.g., procurement/contract compliance), and the sub-recipients responsible and accountable for compliance. Mr. Kessler concluded his presentation and asked if there were any questions.

Ms. Madeline Clemann inquired as to the details of what to do if there was an internal audit. She asked if all communication should go through the sub-recipients, therefore allowing the sub-recipients to learn about and stay in the loop regarding the status of the audit. Mr. Matzinger replied that staff could send out a quarterly FAQ to sub-recipients in order to keep everyone informed in a timely manner. Mr. Kessler noted that FTA oversight would also be improved. Mr. Hazine inquired about training details and Mr Greg Jordan asked about viewing the presentation, which he was informed was available on the MAG website. Mr. Jordan also advocated for more resources be directed into the sub-recipient support discussion and asked if the FTA oversight process was more complicated due to the fact that the MAG Region had so many agencies and operators, Mr. Kessler replied that it was difficult to measure the multitude of agencies and their effect on the FTA oversight process.

Chair Colbath thanked Mr. Kessler, Bob Antila and RPTA staff and noted that this information was very helpful to the sub-recipients. She then asked if there were any questions or comments. Hearing no further comments or questions, she proceeded to the next item on the agenda.

## 8. Transit Service Inventory

Chair Colbath introduced Mr. Kevin Wallace and Mr. Jorge Luna of MAG, who discussed and presented the Transit Service Inventory agenda item.

Mr. Wallace stipulated that the notion of a Transit Service Inventory evolved out of discussions from May 17th, 2011, the annual Short Range Transit Program(SRTP), which was presented to the Regional Public Transportation Authority (RPTA) Regional Transit Advisory Group(RTAG). He also mentioned that there was increased federal scrutiny for our programs and projects and that this was proposed as a simple inventory similar to the TIP Guidance Report with good access to data, not a formal policy action.

Mr. Luna then explained that the RTAG group discussed the purpose of the SRTP, how it is used, who used it, and how the document fed into the MAG Transportation Improvement Program(TIP) and Regional Transportation Plan (RTP). Noting a disconnect between the SRTP and the TIP and RTP, the group asked MAG staff to look into developing a document that inventories the five year plans for all transit operators and local agencies with an interest in public transportation in the region. He said that the group informally asked MAG staff to investigate the issue and present some options at a future MAG Transit Committee meeting. MAG staff has completed its review and offers the following report for discussion and consideration by the Transit Committee. The goal was that the Committee may wish to take action or may request additional information for discussion at a future date.

Mr. Luna discussed that the inventory would provide the MAG Transit Committee with a solid foundation to support project ranking as part of the MAG TIP update process and provide information for updates to the RTP. He noted that the document would also help with identifying options for federal grant opportunities and transit coordination at the local level. He then referred the committee to the agenda item two attachments for additional details. He added that regionally, there were several documents that provide details about current transit services and improvement plans for the region, including the SRTP, Transit Life Cycle Program (TLCP), Transit Performance Report (TPR), METRO Five-Year Capital Improvement program, and capital improvement programs developed by local agencies. However, he said that there was no single document that provided an overall perspective for both regional and local transit programs. He cited that the TLCP provided a thorough description of the Proposition 400 funded transit services, but it did not include local transit programs and services.

Mr. Luna then described the purpose of a Transit Services Inventory was the development of a single source of information for both local and regional transit services and funding sources. The TSI would capture the five-year operational and capital plans for all transit operators and all local agencies with an interest in public transportation in the region, and from all funding sources. He added that the issue was particularly important because in recent years, due to the economic downturn, and that the Federal Transit Administration had increased its review of the TIP to ensure that there were local operating funds in place for projects that will receive federal capital funds. For the RTP, federal regulations required that funding be “reasonably available” for both capital and operations. He noted that the TSI would not replace RPTA’s SRTP and would not be a project rating tool. Rather, the TSI would provide the MAG Transit Committee with the necessary information to support project ranking as part of the MAG TIP update process. The federal fund distribution process would continue to follow the established MAG committee process. The TSI would also provide information for the updates to the MAG RTP. In addition, the TSI could also help in coordinating transit service and projects between the various jurisdictions as well as with regional grant applications. He added that information sources for the TSI would include the RPTA’s SRTP, TLCP, TPR; METRO’s Five-Year Capital Program and Operating Budget; and local agency budgets and Capital Improvement Programs.

Mr. Luna mentioned that in regards to process, the TSI would be developed in-house by MAG staff in coordination with the regular update schedules for the TLCP, TIP, RTP, and local capital improvement programs. MAG staff had developed an initial structure and time line for consideration by the Transit Committee (he advised referring to Attachment 1 and 2, respectively). The proposed content would include information such as vehicle replacement schedules, service expansion time lines, bus stop improvements projects, and project initiation/completion date and status. He noted that the first draft is recommended for this fiscal year in order to refine the content and identify key contacts at the various agencies and jurisdictions. He concluded that it was envisioned that the TSI not be adopted as a formal document by the committee, rather that it be accepted as a resource.

Mr. Luna noted that agenda item was recommended for possible action to direct staff to work on developing the Transit Service Inventory document, and to update the TSI in support of the TIP as necessary. He then concluded his presentation.

Chair Colbath thanked Mr. Luna for his presentation on the important issue and asked if there were any questions or comments. After an at length dialogue and discussion from the committee, it was requested that before moving forward, Mr. Luna conduct more research on federal requirements for transit inventories with a revised summarization that would include additional clarification, as well as other variables, flow charts and other details, prior to bringing the Transit Service Inventory back to the Transit Committee at a future date.

Chair Colbath thanked Mr. Luna, and asked if there were any questions or comments. Hearing no further comments or questions, Colbath proceeded to the next item on the agenda.

#### 9. Request for Future Agenda Items

Chair Colbath asked the members of the Committee if there were any issues that they would like added as future agenda items.

It was suggested by the members that MAG explore the option to send only electronic copies of the agenda versus the traditional hard copy agendas to those members who request the electronic version. Discussion followed. Mr. Pearsall noted that he would contact each member and address their choice of agenda distribution for future meetings. Hearing no further comments, Chair Colbath proceeded to the next item on the agenda.

#### 10. Next Meeting Date

Chair Colbath thanked those present for attending the MAG Transit Committee meeting and to the City of Avondale for hosting the event. She announced that the next meeting of the MAG Transit Committee would be held on Thursday, September 8, 2011 at 10:00 a.m. at a location to be determined.

There being no further business, Chair Colbath adjourned the meeting at 11:30 a.m.